

# MUNICIPALITY OF MAYAGUEZ

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD  
50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS  
LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan**  
**Agency Identification**

**PHA Name:** Municipality of Mayaguez

**PHA Number:** RQ009

-

**PHA Fiscal Year Beginning:** 07/2000

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
**(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Other (list below)  
Municipal Public Library



## 5-YEAR PLAN PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

### A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☐ The PHA's mission is: (state mission here)

### B. Goals

Goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those authorized in recent legislation. PHAs may select any of these goals and objectives as their own, or modify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN ACHIEVING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. (Quantifiable measures should include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

☒ PHA Goal: Expand the supply of assisted housing  
Objectives:

☒ Apply for additional rental vouchers: Apply for an additional 100 vouchers

☐ Reduce public housing vacancies:

☐ Leverage private or other public funds to create additional housing opportunities:

☐ Acquire or build units or developments

☐ Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

☐ Improve public housing management: (PHAS score)

☒ Improve voucher management: (SEMAP score) 90 Points

☒ Increase customer satisfaction: Conduct 2 annual meetings with tenants and 2 annual meetings with landlords.

☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

☐ Renovate or modernize public housing units:

☐ Demolish or dispose of obsolete public housing:

☐ Provide replacement public housing:

\_\_\_\_\_ Provide replacement vouchers:

\_\_\_\_\_ Other: (list below)

  X   PHA Goal: Increase assisted housing choices

Objectives:

  X   Provide voucher mobility counseling: Conduct 1 annual orientation meeting with tenants.

  X   Conduct outreach efforts to potential voucher landlords Conduct 1 annual orientation meeting with potential landlords. Publish notice to prospective landlords in general circulation newspapers.

  X   Increase voucher payment standards: conduct a rent market study in different areas of the Municipality

\_\_\_\_\_ Implement voucher home ownership program:

\_\_\_\_\_ Implement public housing or other home ownership programs:

\_\_\_\_\_ Implement public housing site-based waiting lists:

\_\_\_\_\_ Convert public housing to vouchers:

\_\_\_\_\_ Other: (list below)

#### **HUD Strategic Goal: Improve community quality of life and economic vitality**

  X   PHA Goal: Provide an improved living environment

Objectives:

\_\_\_\_\_ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

\_\_\_\_\_ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

\_\_\_\_\_ Implement public housing security improvements:

\_\_\_\_\_ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

  X   Other: (list below)

Implement measures to deconcentrate poverty by bringing 7 Section 8 households into higher income areas annually.

#### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

  X   PHA Goal: Promote self-sufficiency and asset development of assisted

ho

Objectives:

\_\_\_\_\_ Increase the number and percentage of employed persons in assisted families:

  X   Provide or attract supportive services to improve assistance recipients' employability: Make alliances with public and private organizations to provide supportive educational services to tenants.

  X   Provide or attract supportive services to increase independence for the elderly

or families with disabilities. Make alliances with public and private organizations to provide supportive educational services to tenants.

\_\_\_\_\_ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

  X   PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

  X   \_\_\_\_\_ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Publish notices indicating that housing vouchers are available regardless of race, color, religion, national origin, sex, familial status and disability.

\_\_\_\_\_ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

\_\_\_\_\_ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

  X   \_\_\_\_\_ Other: (list below) Conduct 1 annual orientation meeting with applicants, tenants and landlords.

**Other PHA Goals and Objectives: (list below)**

## **Annual PHA Plan PHA Fiscal Year 2000**

[24 CFR Part 903.7]

### **Annual Plan Type:**

Indicate which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

#### **Streamlined Plan:**

☐ **High Performing PHA**

☐ **Small Agency (<250 Public Housing Units)**

☒ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

### **Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Municipality of Mayagüez is located in the west of Puerto Rico. The region occupies about 77 square miles with a population of 100,371 according to the 1990 Census. The Puerto Rico Planning Board estimated a population of 103,382 for 1995.

Mayagüez is the principal City of the Metropolitan Statistical Area (MSA) being also the larger urban center of the Puerto Rican west coast.

The per capita income reported in the 1990 census was \$4,380.00 while the median income was of \$9,574.00.

For 1990 the Mayagüez labor force was near 34,549 persons, with an unemployment rate of 20.1%. The available information reveals that approximately 62% of the residents had incomes under the poverty level.

For 1993 approximately 83% of the families living in the City had a low and moderate income classification.

Households growth during the ten year period from 1980 to 1990, showed an increase of 7%, 23,253 in 1980 to 24,955 in 1990. An estimated 62% of the households (15,472) below the poverty level in 1990 and about 40% (14,379) of the 35,948 housing units of the city were considered deteriorated and/or below an adequate level of habitability based on criteria established by the standards of minimum Housing Quality (HQS) applicable under the subsidized rent program (Section 8).

This produced a meaningful impact in terms of housing demand in Mayagüez, particularly for appropriate housings.

One of the most important activities implemented in the Municipality of Mayagüez in the housing area is Rental Assistance.

The Section 8 Program has been administered since its beginnings by the Department of Housing of the Municipality of Mayagüez, with the purpose of providing rent subsidies to low and very low income families, thus helping these families to have access to decent,



secure and sanitary dwellings.

Currently the Municipality assists about 832 families that are participants of the Section 8 Program. To assist the families that are in the program waiting list the Municipality has only the Certificates or Vouchers of the families that renounce to the Program and of families that are dropped from the program due to non-compliance with the Section 8 laws or rules.

For fiscal year 2000-2001 the Municipality of Mayagüez will have a budget of \$3,883,836 to help participant families. These funds will come from the Department of Housing and Urban Development (HUD) under the Section 8 Program.

The Municipality of Mayagüez designated the Department of Housing and Federal Programs with the task of preparing, directing, coordinating and submitting the Five Year Plan and the Annual Plan 2000-2001 for the Fiscal Year 2000-2001.

As part of the Five Year and of the Consolidated Plan preparation process, we evaluated the families that are on the Section 8 waiting list and we revised the current Consolidated Plan and we found that among the most urgent needs in our jurisdiction are the following:

- \* Shortage of affordable housing for the most eligible groups
- \* A greater need for affordable housing among families with very low and low incomes

To work with these needs the Municipality of Mayagüez will make all the necessary efforts to maximize the amount of affordable housing available to these families.

For these identified groups the Municipality has planned a series of seminars aimed at informing about the Section 8 Program, and other real alternatives in housing and services that some non-profit organizations provide for groups with special needs.

The Municipality also wants to increase the awareness among the applicants, participants, renters and potential renters about the laws that protect the participants and the opportunities that give mobility to assisted families in high poverty residential areas. This will help to improve the quality of life of the families that participate in the program. This will also help these individuals and families increase their self esteem and broaden the educational, employment, and other social opportunities available to them.

The Municipality of Mayagüez not only has the goal of continuing and increasing affordable housing opportunities, but it also wants to coordinate with other public and private organizations so that these can provide other necessary supportive services to improve the lives of families at or below the poverty level.

This Annual Plan also presents the policies of the Municipality of Mayagüez as administrator of Section 8 funds, such as:

- \* Eligibility, selection and admission
- \* Rent determination
- \* Operation, administration and others

This document was available to all persons without distinction and the citizens had also the

opportunity to comment. Another series of supportive documents were available that aided in the comprehension of the Plan and the regulations of the Section 8 Program.

### Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

### **Table of Contents**

#### Page #

#### **Annual Plan**

#### Executive Summary

i. Table of Contents		3
1. Housing Needs	7	
2. Financial Resources		12
3. Policies on Eligibility, Selection and Admissions	13	
4. Rent Determination Policies		22
5. Operations and Management Policies	26	
6. Grievance Procedures	28	
7. Capital Improvement Needs		28
8. Demolition and Disposition		30
9. Designation of Housing	31	
10. Conversions of Public Housing	32	
11. Home ownership		33
12. Community Service Programs	35	
13. Crime and Safety		38
14. Pets (Inactive for January 1 PHAs)		40
15. Civil Rights Certifications (included with PHA Plan Certifications)	40	
16. Audit		40
17. Asset Management		40
18. Other Information		41

#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, C, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a separate file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

\_\_\_\_ Admissions  
\_\_\_\_ Policy for

#### Deconcentration

- \_\_\_\_ FY 2000 Capital Fund Program Annual Statement  
\_\_\_\_ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- ☒ PHA Management Organizational Chart  
\_\_\_\_ FY 2000 Capital Fund Program 5 Year Action Plan  
\_\_\_\_ Public Housing Drug Elimination Program (PHDEP) Plan  
\_\_\_\_ Comments of Resident Advisory Board or Boards (must be attached if not

included in PHA Plan text)

\_\_\_\_\_ Other (List below, providing each attachment name)

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

### Table of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
NA	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
NA	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

*Responsibility Act Initial Guidance; Notice and any further HUD guidance) and*

18. Documentation of the required deconcentration and income mixing analysis

NA	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
NA	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
NA	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
NA	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted	Annual Plan: Conversion of Public Housing

	conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

**Housing  
Needs of  
Families  
in the  
Jurisdicti  
on  
by Family  
Type**

Family Type	<b>Over all</b>	Afford- ability	Supply	Quality	Access- ibility	2. Size	Loca-tion
Income <= 30% of AMI	4,807	5	5	4	5	3	4
Income >30% but <=50% of AMI	NA	NA	NA	NA	NA	NA	NA
Income >50% but <80% of AMI	3,605	3	3	3	3	3	2
Elderly	1,442	5	4	4	5	4	4
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- X   Consolidated Plan of the Jurisdiction/s  
       Indicate year: 1995
- X   U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS")  
       dataset
- American Housing Survey data  
       Indicate year:
- Other housing market study

Indicate year: \_\_\_\_\_

\_\_\_\_\_ Other sources: (list and indicate year of information)

## **A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

Complete the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

### **Housing Needs of Families on the Waiting List**

Waiting list type:  
(select one)

X \_\_\_\_\_ Section 8  
tenant-  
based  
assistance

\_\_\_\_\_ Public  
Housing

\_\_\_\_\_ Combined  
Section 8 and  
Public Housing

\_\_\_\_\_ Public  
Housing Site-  
Based or sub-  
jurisdictional  
waiting list  
(optional)

If used,  
identify  
which  
development/sub-  
jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	318		68
Extremely low income <=30% AMI	192	60	
Very low income	59	19	

(>30% but <=50%  
AMI)

Low income (>50% but <80% AMI)	35	11
--------------------------------------	----	----

Families with children	282	89
------------------------	-----	----

Elderly families	23	7
------------------	----	---

Families with Disabilities	9	3
-------------------------------	---	---

Race/ethnicity

Race/ethnicity

Race/ethnicity

Race/ethnicity

Characteristics by  
Bedroom Size (Public  
Housing Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list  
closed (select one)?

No Yes **X**

If yes:

**B.** How  
long has it  
been  
closed (#  
of



months)?  
58 months

Does the PHA  
expect to  
reopen the  
list in the  
PHA Plan  
year? **No**  
Yes

Does the PHA  
permit  
specific  
categories  
of families  
onto the  
waiting list,  
even if  
generally  
closed? No **Yes**

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for using this strategy.

The Municipality of  
Mayaguez will improve

the occupation percentage to near 100% to attend the housing needs of families in the waiting list.

We will conduct a rent market study in different areas of the municipality to try to increase fair market rents and payment standards.

These proposed strategies will improve the issuing of vouchers, decrease time to find and lease a housing unit.

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction: Families are facing difficulties in finding affordable housing units in some areas of Mayaguez due to low FMR. A rent market study will be conducted to identify those areas and the results will be submitted to HUD for evaluation; requesting an increase in the FMR of the area.
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. The Municipality will assist the families in the waiting list identifying housing units based on their size of the home needed.
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration: The Municipality will publish notices inviting owners to participate in the section 8 Program. An annual orientation meeting will be conducted to potential landlords.
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies: Participate in the preparation of the Consolidated Plan for Housing and Community Development.
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

ct all that apply

- ☒ Apply for additional section 8 units should they become available: The Municipality will submit to HUD a proposal for additional vouchers.
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

ct all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below) Apply for additional vouchers targeted to these family type.

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

ct all that apply

- ☐ Employ admissions preferences aimed at families who are working

- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below) Apply for additional vouchers targeted to these family type.

**B. Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

ct all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below) To continue to give preference to this type of family.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

ct all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below) To continue to give preference to this type of family.

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

ct if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

ct all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it

will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **Statement of Financial Resources**

[24 CFR Part 903.79(b)]

the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

### **Financial Resources: Planned Sources and Uses**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
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#### **1. Federal Grants (FY 2000 grants)**

- a) Public Housing Operating Fund
- b) Public Housing Capital Fund
- c) HOPE VI Revitalization
- d) HOPE VI Demolition
- e) Annual Contributions for Section 8    \$ 3,883,836  
    Tenant-Based Assistance
- f) Public Housing Drug Elimination  
    Program (including any

Technical Assistance funds)

- g) Resident Opportunity and Self-Sufficiency Grants
- h) Community Development Block Grant
- i) HOME

Other Federal Grants (list below)

**2. Prior Year Federal Grants  
(unobligated funds only) (list below)**

**3. Public Housing Dwelling Rental  
Income**

**4. Other income (list below)**

**4. Non-federal sources (list below)**

**Total resources** \$ 3,883,836

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Options: PHAs that do not administer public housing are not required to complete subcomponent

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ☐ When families are within a certain number of being offered a unit: (state number)
  - ☐ When families are within a certain time of being offered a unit: (state time)
  - ☐ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- ☐ Criminal or Drug-related activity
  - ☐ Rental history
  - ☐ Housekeeping
  - ☐ Other (describe)
- c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☐ Community-wide list
  - ☐ Sub-jurisdictional lists
  - ☐ Site-based waiting lists
  - ☐ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- ☐ PHA main administrative office
  - ☐ PHA development site management office
  - ☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. \_\_\_\_ Yes \_\_\_\_ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. \_\_\_\_ Yes \_\_\_\_ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?  
\_\_\_\_ PHA main administrative office  
\_\_\_\_ All PHA development management offices  
\_\_\_\_ Management offices at developments with site-based waiting lists  
\_\_\_\_ At the development to which they would like to apply  
\_\_\_\_ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

\_\_\_\_ One  
\_\_\_\_ Two  
\_\_\_\_ Three or More

b. \_\_\_\_ Yes \_\_\_\_ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

\_\_\_\_ Yes \_\_\_\_ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

\_\_\_\_ Emergencies  
\_\_\_\_ Overhoused

- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

a. Preferences

- ☐ 1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing
- ☐ Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ Date and Time



Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing  
- ☐ Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility  
programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet  
income targeting requirements

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the  
rules of occupancy of public housing (select all that apply)

- ☐ The PHA-resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all  
that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. \_\_\_ Yes \_\_\_ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. \_\_\_ Yes \_\_\_ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

\_\_\_ Adoption of site-based waiting lists

\_\_\_ If selected, list targeted developments below:

\_\_\_ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

\_\_\_ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

\_\_\_ Other (list policies and developments targeted below)

d. \_\_\_ Yes \_\_\_ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

\_\_\_ Additional affirmative marketing

\_\_\_ Actions to improve the marketability of certain developments

\_\_\_ Adoption or adjustment of ceiling rents for certain developments

\_\_\_ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

\_\_\_ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

\_\_\_ Not applicable: results of analysis did not indicate a need for such efforts

\_\_\_ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA

make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

## B. Section 8

Options: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates). **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)  
☐ Criminal or drug-related activity only to the extent required by law or regulation  
☒ Criminal and drug-related activity, more extensively than required by law or regulation  
☐ More general screening than criminal and drug-related activity (list factors below)  
☐ Other (list below)
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)  
☒ Criminal or drug-related activity  
☒ Other (describe below) 1- Family address  
2- Name and address of the family's old landlord that the agency knows of  
3- Family group members, social, legal rent payment and utilities information.

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)  
☒ None  
☐ Federal public housing  
☐ Federal moderate rehabilitation  
☐ Federal project-based certificate program  
☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)  
☒ PHA main administrative office

\_\_\_\_\_ Other (list below)

### **(3) Search Time**

- a.   X   Yes \_\_\_\_\_ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

1-The participants demonstrate that they have sought housing, that they have been referred to compliance inspection with HQS, but that the housing has not passed the inspection and cannot be rented.

2-The participants demonstrate having some reason or justifiable impediment to find housing in a more active manner.

### **(4) Admissions Preferences**

- a. Income targeting

\_\_\_\_\_   X   Yes \_\_\_\_\_ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1.   X   Yes \_\_\_\_\_ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

\_\_\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

  X   Victims of domestic violence

\_\_\_\_\_ Substandard housing

  X   Homelessness

\_\_\_\_\_ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

\_\_\_\_\_ Working families and those unable to work because of age or disability

\_\_\_\_\_ Veterans and veterans' families

\_\_\_\_\_ Residents who live and/or work in your jurisdiction

\_\_\_\_\_ Those enrolled currently in educational, training, or upward mobility programs

\_\_\_\_\_ Households that contribute to meeting income goals (broad range of incomes)

\_\_\_\_\_ Households that contribute to meeting income requirements (targeting)

\_\_\_\_\_ Those previously enrolled in educational, training, or upward mobility programs

☐ Victims of reprisals or hate crimes

☒ Other preference(s) (list below)

1-Elderlies

2-Handicapped persons

3-Elderlies and Handicapped persons

4-Involuntary Displacement (Disaster or government action)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ 1 Date and Time

Former Federal preferences

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

☐ 1 Victims of domestic violence

☐ Substandard housing

☐ 2 Homelessness

☐ High rent burden

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability

☐ Veterans and veterans' families

☐ Residents who live and/or work in your jurisdiction

☐ Those enrolled currently in educational, training, or upward mobility programs

☐ Households that contribute to meeting income goals (broad range of incomes)

☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

☐ Victims of reprisals or hate crimes

☒ Other preference(s) (list below)

1 Elderlies and handicapped persons

1 Involuntary Displacement (Disaster or government action)

2 Handicapped persons

3 Elderlies

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

☒ Date and time of application

☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers  
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☒ The Section 8 Administrative Plan  
☒ Briefing sessions and written materials  
☐ Other (list below)
- a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- ☒ Through published notices  
☐ Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Options: PHAs that do not administer public housing are not required to complete sub-component

**(1) Income Based**

**Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

\_\_\_\_\_ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \_\_\_\_\_ \$0  
\_\_\_\_\_ \$1-\$25  
\_\_\_\_\_ \$26-\$50

2. \_\_\_\_\_ Yes \_\_\_\_\_

.No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

\_\_\_\_\_ For the earned income of a previously unemployed household member

\_\_\_\_\_ For increases in earned income

\_\_\_\_\_ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

\_\_\_\_\_ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

\_\_\_\_\_ For household heads

\_\_\_\_\_ For other family members

\_\_\_\_\_ For transportation expenses

\_\_\_\_\_ For the non-reimbursed medical expenses of non-disabled or non-elderly families

\_\_\_\_\_ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)  
(select one)

\_\_\_\_\_ Yes for all developments  
\_\_\_\_\_ Yes but only for some developments  
\_\_\_\_\_ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

\_\_\_\_\_ For all developments  
\_\_\_\_\_ For all general occupancy developments (not elderly or disabled or elderly only)  
\_\_\_\_\_ For specified general occupancy developments  
\_\_\_\_\_ For certain parts of developments; e.g., the high-rise portion  
\_\_\_\_\_ For certain size units; e.g., larger bedroom sizes  
\_\_\_\_\_ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

\_\_\_\_\_ Market comparability study  
\_\_\_\_\_ Fair market rents (FMR)  
\_\_\_\_\_ 95<sup>th</sup> percentile rents  
\_\_\_\_\_ 75 percent of operating costs  
\_\_\_\_\_ 100 percent of operating costs for general occupancy (family) developments  
\_\_\_\_\_ Operating costs plus debt service  
\_\_\_\_\_ The "rental value" of the unit  
\_\_\_\_\_ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

\_\_\_\_\_ Never  
\_\_\_\_\_ At family option  
\_\_\_\_\_ Any time the family experiences an income increase  
\_\_\_\_\_ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_  
\_\_\_\_\_ Other (list below)

g. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA plan to implement individual savings accounts for



residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Options: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's

payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

☒ Annually  
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families  
☐ Rent burdens of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

☐ \$0  
☒ \$1-\$25  
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

Options from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA**

#### **Management Structure**

Describe the PHA's management structure and organization. (select one)

☒ An organization chart showing the PHA's management structure and organization is attached.  
☐ A brief description of the management structure and organization of the PHA follows:

#### **B. HUD Programs Under PHA Management**

\_\_\_\_\_. List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year	Expected Turnover
--------------	----------------------------------	-------------------

## Beginning

### Public Housing

Section 8 Vouchers	768	64
Section 8 Certificates	43	35
Section 8 Mod Rehab	21	15

Special Purpose Section  
8 Certificates/Vouchers  
(list individually)

Public Housing Drug  
Elimination Program  
(PHDEP)

Other Federal  
Programs(list individually)

## C. Management and Maintenance Policies

the PHA's public housing management and maintenance policy documents, manuals and books that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention and eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

and Management: (list below)

(2) Section 8 Management: (list below)

**Administrative Plan**

**24 CFR Part 982**

**24 CFR Part 888**

**24 CFR Part 8 and 24 CFR Part 14**

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

(1) Public  
Housing  
Maintenance

Options from component 6: High performing PHAs are not required to complete component 6.  
Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office
- ☐ PHA development management offices
- ☐ Other (list below)

**B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

Options from Component 7: Section 8 only PHAs are not required to complete this component and skip to Component 8.

**A. Capital Fund**

**Activities**

Options from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund**

**Program Annual Statement**

ig parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital  
ities the PHA is proposing for the upcoming year to ensure long-term physical and social viability  
s public housing developments. This statement can be completed by using the CFP Annual  
ement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's  
on, by completing and attaching a properly updated HUD-52837.

Select one:

\_\_\_\_ The Capital  
Fund Program  
Annual

Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

\_\_\_\_ The Capital Fund Program Annual Statement is provided below: (if selected, copy  
the CFP Annual Statement from the Table Library and insert here)

## **(2) Optional 5-Year Action Plan**

ncies are encouraged to include a 5-Year Action Plan covering capital work items. This statement  
be completed by using the 5 Year Action Plan table provided in the table library at the end of the  
Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. \_\_\_\_ Yes \_\_\_\_ No:

Is the PHA providing an optional 5-Year Action Plan for the Capital  
Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

\_\_\_\_ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the  
PHA Plan at Attachment (state name)

-or-

\_\_\_\_ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy  
the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

licability of sub-component 7B: All PHAs administering public housing. Identify any approved  
HOPE VI and/or public housing development or replacement activities not described in the Capital  
Fund Program Annual Statement.

\_\_\_\_ Yes \_\_\_\_ No:

a) Has the PHA received a HOPE VI revitalization grant? (if no,  
skip to question c; if yes, provide responses to question b for each  
grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of  
questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☐ No: ☐ c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☐ No: ☐ d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☐ No: ☐ e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

licability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### **2. Activity Description**

☐ Yes ☐ No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

### **Demolition/Disposition Activity Description**

1a. Development name:

1b. Development  
(project) number:

2. Activity type:

☐ Demolition

\_\_\_\_\_  
Dispo  
sition

3. Application status  
(select one)

\_\_\_\_\_ Approved  
\_\_\_\_\_ Submitted,  
pending  
approval  
\_\_\_\_\_ Planned  
application

4. Date application  
approved, submitted, or  
planned for submission:  
(DD/MM/YY)

5. Number of units  
affected:

Coverage of action  
(select one)

\_\_\_\_\_ Part of the  
development  
\_\_\_\_\_ Total development

7. Timeline for activity:

- a. Actual or  
projected start  
date of  
activity:
- b. Projected end  
date of  
activity:

**9. Designation of Public Housing for Occupancy by Elderly Families  
or Families with Disabilities or Elderly Families and Families  
with Disabilities**

[24 CFR Part 903.7 9 (i)]

Options from Component 9; Section 8 only PHAs are not required to complete this section.

1. \_\_\_\_ Yes \_\_\_\_ No: **Has the PHA designated or applied for approval to designate  
or does the PHA plan to apply to designate any public housing  
for occupancy only by the elderly families or only by families  
with disabilities, or by elderly families and families with**

disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

**Designation of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. Designation type:

Occupancy by only the elderly

Occupancy by families with disabilities

Occupancy by only elderly families and families with disabilities

3. Application status (select one)

Approved; included in the PHA’s Designation Plan

Submitted, pending approval

Planned application



4. Date this designation  
approved,  
submitted, or  
planned for  
submission:  
(DD/MM/YY  
)

5. If approved, will this  
designation constitute a  
(select one)

☐ New Designation  
Plan

☐ Revision of a  
previously-approved  
Designation Plan?

1. Number of units  
affected:

7. Coverage of action  
(select one)

☐ Part of the  
development

☐ Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Options from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments  
been identified by HUD or the PHA as covered under section 202  
of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to  
component 11; if "yes", complete one activity description for each  
identified development, unless eligible to complete a streamlined  
submission. PHAs completing streamlined submissions may skip to  
component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information  
for this component in the **optional** Public Housing Asset  
Management Table? If "yes", skip to component 11. If "No",

complete the Activity Description table below.

**Conversion of Public  
Housing Activity  
Description**

1a. Development name:

1b. Development  
(project) number:

2. What is the status of  
the required assessment?

\_\_\_\_\_ Assessment  
underway

\_\_\_\_\_ Assessment  
results  
submitted to  
HUD

\_\_\_\_\_ Assessment  
ent  
results  
approved  
by HUD  
(if  
marked,  
proceed  
to next  
question)

\_\_\_\_\_ Other  
(explain  
below)

3. \_\_\_\_ Yes \_\_\_\_ No: Is  
a Conversion Plan  
required? (If yes, go to  
block 4; if no, go to  
block 5.)

4. Status of Conversion  
Plan (select the  
statement that best  
describes the current  
status)

\_\_\_\_\_ Conversion  
Plan in  
development

\_\_\_\_\_ Conversion  
Plan submitted  
to HUD on:  
(DD/MM/YY  
YY)

\_\_\_\_\_ Conversion  
Plan approved  
by HUD on:  
(DD/MM/YY  
YY)

\_\_\_\_\_ Activities  
pursuant to  
HUD-  
approved  
Conversion  
Plan underway

5. Description of how  
requirements of Section  
202 are being satisfied by  
means other than  
conversion (select one)

\_\_\_\_\_ Units

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ents no  
longer  
applicabl  
e:

vacancy  
rates are  
less than  
10  
percent

Requirements  
no longer  
applicable:  
site now has  
less than 300  
units

Other:  
(describe  
below)

Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

## 11.

### Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

#### **A. Public Housing**

Options from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. \_\_\_\_ Yes \_\_\_\_ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

#### 2. Activity Description

\_\_\_\_ Yes \_\_\_\_ No: Has the PHA provided all required activity description information

for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

**Public Housing  
Homeownership  
Activity Description  
(Complete one for each  
development affected)**

1a. Development name:

1b. Development

(project) number:

2. Federal Program  
authority:

\_\_\_\_\_ HOPE I

\_\_\_\_\_ 5(h)

\_\_\_\_\_ Turnkey

\_\_\_\_\_ III

\_\_\_\_\_ Section

32 of the

USHA of

1937

(effective

10/1/99)

3. Application status:

(select one)

\_\_\_\_\_ Approved;  
included in the  
PHA's  
Homeownersh  
ip  
Plan/Program

\_\_\_\_\_ Submitted,  
pending  
approval

\_\_\_\_\_ Planned  
application

4. Date Homeownership  
Plan/Program approved,  
submitted, or planned for  
submission:

(DD/MM/YYYY)

5. Number of units  
affected:

6. Coverage of action:  
(select one)

       Part of the  
development

       Total development

## **B. Section 8 Tenant Based Assistance**

1.        Yes   X   No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

       Yes        No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

       25 or fewer participants

       26 - 50 participants

       51 to 100 participants

       more than 100 participants

b. PHA-established eligibility criteria

       Yes        No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Options from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**A. PHA**

## **Coordination with the Welfare (TANF) Agency**

### **1. Cooperative agreements:**

Yes      NoX: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

\_\_\_\_\_ If yes, what was the date that agreement was signed? DD/MM/YY

### **2. Other coordination efforts between the PHA and TANF agency (select all that apply)**

- \_\_\_\_\_ Client referrals
- \_\_\_\_\_ Information sharing regarding mutual clients (for rent determinations and otherwise)
- \_\_\_\_\_ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- \_\_\_\_\_ Jointly administer programs
- \_\_\_\_\_ Partner to administer a HUD Welfare-to-Work voucher program
- \_\_\_\_\_ Joint administration of other demonstration program
- \_\_\_\_\_ Other (describe)

## **B. Services and programs offered to residents and participants**

### **(1) General**

#### **a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- \_\_\_\_\_ Public housing rent determination policies
- \_\_\_\_\_ Public housing admissions policies
- \_\_\_\_\_ Section 8 admissions policies
- \_\_\_\_\_ Preference in admission to section 8 for certain public housing families
- \_\_\_\_\_ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- \_\_\_\_\_ Preference/eligibility for public housing homeownership option participation
- \_\_\_\_\_ Preference/eligibility for section 8 homeownership option participation
- X \_\_\_\_\_ Other policies (list below)

Local Preferences

#### **b. Economic and Social self-sufficiency programs**

X Yes \_\_\_\_\_ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

## Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	25	At random	PHA main office	Section 8 Participants

### (2) Family Self Sufficiency program/s

#### a. Participation Description

##### Family Self Sufficiency (FSS)

##### Participation

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 01/02/00)
Public Housing		
Section 8	25	1

b. \_\_\_\_ Yes X No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

- 1-Provide information to the participants about the FSS Program.
- 2-Select possible candidates
- 3-Counsel possible candidates
- 4-Follow-up the participants of the FSS Program and potential participants

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
  - \_\_\_\_\_ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - \_\_\_\_\_ Informing residents of new policy on admission and reexamination
  - \_\_\_\_\_ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - \_\_\_\_\_ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - \_\_\_\_\_ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - \_\_\_\_\_ Other: (list below)

**Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

### 13. PHA Safety

#### and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Options from Component 13: High performing and small PHAs not participating in PHDEP and Component 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public**

#### **housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
  - \_\_\_\_\_ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - \_\_\_\_\_ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - \_\_\_\_\_ Residents fearful for their safety and/or the safety of their children
  - \_\_\_\_\_ Observed lower-level crime, vandalism and/or graffiti
  - \_\_\_\_\_ People on waiting list unwilling to move into one or more developments due to

\_\_\_\_\_ perceived and/or actual levels of violent and/or drug-related crime  
\_\_\_\_\_ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

\_\_\_\_\_ Safety and security survey of residents  
\_\_\_\_\_ Analysis of crime statistics over time for crimes committed “in and around” public housing authority  
\_\_\_\_\_ Analysis of cost trends over time for repair of vandalism and removal of graffiti  
\_\_\_\_\_ Resident reports  
\_\_\_\_\_ PHA employee reports  
\_\_\_\_\_ Police reports  
\_\_\_\_\_ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs  
\_\_\_\_\_ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

\_\_\_\_\_ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities  
\_\_\_\_\_ Crime Prevention Through Environmental Design  
\_\_\_\_\_ Activities targeted to at-risk youth, adults, or seniors  
\_\_\_\_\_ Volunteer Resident Patrol/Block Watchers Program  
\_\_\_\_\_ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

\_\_\_\_\_ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan  
\_\_\_\_\_ Police provide crime data to housing authority staff for analysis and action  
\_\_\_\_\_ Police have established a physical presence on housing authority property (e.g.,



- community policing office, officer in residence)
- \_\_\_\_ Police regularly testify in and otherwise support eviction cases
- \_\_\_\_ Police regularly meet with the PHA management and residents
- \_\_\_\_ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)
2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

Is the PHA eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements to receipt of PHDEP funds.

\_\_\_\_ Yes \_\_\_\_ No: Is

the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

\_\_\_\_ Yes \_\_\_\_ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

\_\_\_\_ Yes \_\_\_\_ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. X Yes \_\_\_\_ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. X Yes \_\_\_\_ No: Was the most recent fiscal audit submitted to HUD?
3. X Yes \_\_\_\_ No: Were there any findings as the result of that audit?
4. X Yes \_\_\_\_ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remaining? 5
5. \_\_\_\_ Yes X No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?  
During the next two or three months.

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Options from component 17: Section 8 Only PHAs are not required to complete this component.  
1 performing and small PHAs are not required to complete this component.

1. \_\_\_\_ Yes \_\_\_\_ No: Is the PHA engaged in developing a

PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- \_\_\_\_ Not applicable
- \_\_\_\_ Private management
- \_\_\_\_ Development-based accounting
- \_\_\_\_ Comprehensive stock assessment
- \_\_\_\_ Other: (list below)

3. \_\_\_\_ Yes \_\_\_\_ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. \_\_\_\_ Yes \_\_\_\_ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - \_\_\_\_ Attached at Attachment (File name)
  - \_\_\_\_ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
  - \_\_\_\_ Considered comments, but determined that no changes to the PHA Plan were necessary.
  - \_\_\_\_ The PHA changed portions of the PHA Plan in response to comments
  - \_\_\_\_ List changes below:
  - \_\_\_\_ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1. \_\_\_\_ Yes \_\_\_\_ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. \_\_\_\_ Yes \_\_\_\_ No: Was the resident who serves on the PHA Board elected by the

residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

#### a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

#### b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

#### c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

#### 1. Consolidated Plan

jurisdiction: (provide name here) Municipality of Mayagüez

#### 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The coordinated strategy described in the Consolidated Plan was developed to achieve the following goals mainly for very low, low and moderate income families:

- \* Provide decent housing
- \* Create appropriate environments
- \* Expand economic opportunities

The goals established in the Consolidated Plan are practically the same as the goals established in the Five Year Plan of the Section 8 Program and HUD. We will combine the resources of the Programs of the CPD Division and Section 8 Divisions, both HUD Programs, and other local and state resources effectively to achieve the goal of the PHA and serve the families in need within the jurisdiction.

Funds will be programmed to provide accessible housing. Tenants, renters, homeowners and applicants to the different federal programs will be informed so that they can have a complete knowledge of procedures and federal requirements for each program as well as their rights.

#### **D. Other Information Required by HUD**

this section to provide any additional information requested by HUD.

## **Attachments**

this section to provide any additional attachments referenced in the Plans.

Program Annual Statement  
Parts I, II, and II

Annual  
Statement

Capital  
Fund  
Program  
(CFP)  
Part I:  
Summary

Capital  
Fund Grant  
Number  
FFY of  
Grant  
Approval:  
(MM/YYYY  
Y)

Original  
Annual  
Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	

7	1430	Fees and Costs
8	1440	Site Acquisition
9	1450	Site Improvement
10	1460	Dwelling Structures
11	1465.1	Dwelling Equipment-Nonexpendable
12	1470	Nondwelling Structures
13	1475	Nondwelling Equipment
14	1485	Demolition
15	1490	Replacement Reserve
16	1492	Moving to Work Demonstration
17	1495.1	Relocation Costs
18	1498	Mod Used for Development
19	1502	Contingency
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

## **Annual Statement**

### **Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
--	---	----------------------------------	----------------------------





**Annual Statement**

**Capital Fund  
Program (CFP)  
Part III:  
Implementation  
Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
--	--	---



Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action  
Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
-----------------------	--	---------------------------	-------------------------------

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
--	-------------------	--

Total estimated cost over next 5 years

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

**Public Housing Asset Management**

Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>



```

graph TD
    Alcalde --> Coordinador[Coordinador  
Dept. De Vivienda]
    Coordinador --> DirectorInterino[Director Interino  
Dept. De Vivienda]
    DirectorInterino --> Supervisor[Supervisor  
Sección 8]
    DirectorInterino --> Supervisora[Supervisora  
Unidad Fiscal]
    Supervisor --> SecretarioTecnico[Secretario Técnico  
Vivienda]
    Supervisor --> Especialista[Especialista  
Impuestos]
    Supervisor --> Asesor[Asesor  
Urbanismo]
    Supervisor --> SecretarioContratos[Secretario de Contratos]
    Supervisor --> SecretarioHofes[Secretario de Hofes]
    Supervisor --> SecretarioAuxiliar[Secretario Auxiliar]
    Supervisor --> AsesorFiscal[Asesor Fiscal]
    Supervisor --> AsesorCuentas[Asesor Cuentas Bancarias]
    Supervisor --> AsesorProcesos[Asesor Procesos]
    Supervisora --> AsesorFiscal
    Supervisora --> AsesorCuentas
    Supervisora --> AsesorProcesos
  
```

## **Attachment 2**

### **Substantial deviation of Annual Plans from the Five Year Plan.**

The following will constitute a deviation of an Annual Plan from the Five Year Plan

- \* A change in the assignment or distribution method for the allocation of Section 8 funds
- \* The addition or elimination of one or more of the PHA's objectives
- \* A proposed activity is not consistent with the Five Year Plan Mission

### **Significant Amendment or modification of the Annual Plan**

Changes to rent, eligibility, selection, admission policies, organization of the waiting list or the preferences established in the Annual Plan will constitute a significant amendment or modification of said Plan.